

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### CREDIT UNION EXAMINER

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#### DEFINITION

Conducts audits by examining the records and financial statements of state chartered credit unions for accountability to state laws and regulations; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Conducts independent examinations by applying auditing and accounting principles and techniques to examine loans, evaluate investments, reconcile general ledger accounts, analyze earnings, expenses, dividends and reserves, and verify outstanding member accounts.

Examines all loans by reviewing current loan folders for the presence of supporting documents such as application, note disclosure form, title and lien, financing statement, and loss payable clause; classifies delinquent loans as substandards, doubtful, or loss in order to establish a relationship between length of delinquency and probability of collection.

Evaluates all investments owned by preparing a detailed listing of name, account, kind, date of purchase and maturity, rate, and book value to determine conformity to legal requirements; computes an estimated market value if the investment is a government security.

Reconciles the general ledger cash share, deposit, and loan accounts from the last examination to the present examination.

Analyzes earnings, expenses, dividends, and legal, contingent and special reserve accounts by preparing transcripts and utilizing accounting techniques.

Verifies outstanding accounts by sampling a percentage of these accounts through correspondence with members to control embezzlement and provide protection of members' accounts.

Reviews policies established by the credit union by obtaining and reading board minutes for conformance to applicable laws and regulations.

Discusses findings of the examination with credit union board of directors.

Prepares a typewritten examination report by compiling work sheets and records of conclusions and recommendations to, and review by, a higher level examiner.

Displays high standards of ethical conduct. Exhibits honesty and integrity while refraining from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

#### COMPETENCIES REQUIRED

Knowledge of the principles and practices of accounting and auditing.

Knowledge of the principles of business law.

Knowledge of the principles of business, personal, and agricultural finance.

Ability to read, comprehend and apply appropriate credit union laws and regulations.

Ability to analyze and interpret credit union accounting and financial data.

Ability to express ideas effectively, orally and in writing.

Ability to type, not requiring the touch system, where accuracy rather than speed is important.

Ability to make arithmetical calculations rapidly and accurately, either manually or by machine.

Ability to "catch on" or understand instructions and underlying principles.

Ability to reason and make judgments.

Displays high standards of ethical conduct. Exhibits honesty and integrity while refraining from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision, demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a minimum of twelve semester hours (or its equivalent) in accounting, business administration or finance;

OR

substitution of work experience in the public or private sector which entailed accounting, auditing, budgeting, assessment or computation of taxes, or closely related financial functions (e.g., treasurer, comptroller, accountant, auditor, budget analyst, etc.) on a year-for-year basis for the required education (thirty semester hours or its equivalent equals one year);

OR

substitution of successful completion of a post-high school vocational/ technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting for the required education;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months as a Revenue Examiner 1 or Junior Insurance Company Examiner;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months as a Revenue Agent I (must also have twelve semester or equivalent hours of post high school accounting course work).

#### **SELECTIVE CERTIFICATION**

For designated positions, the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing a minimum of twelve semester hours or education, six months of experience, or combination of both, or a specific certificate, license, or endorsement in the following areas:

002	Accounting
061	Business Administration
210	Finance

Applicants desiring to be considered for such designated positions must list applicable course work, experience, certificate, license, or endorsement on the application.

**NOTE:**

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Credit Union Division of the Iowa Department of Commerce.

Effective Date: 12/98 BW